



To officially create/revise a course, this form and the supporting documentation in item #14 must be submitted to the Office of the Registrar as early in advance of the start of the course as possible. Some revisions to a course cannot be made once the course has started.

Submission Type (select one):

- NEW REQUIRED COURSE, specify degree audit requirement area:
NEW ELECTIVE COURSE
COURSE REVISION, briefly describe change/reason:

1. College: COP COM CHS CPsy MPS MHA CDM Dept./Subject Area: Desired Course #:

2. Full Course Title:

3. Course Developer:

4a. Instructor of Record (person to enter final grades):

4b. Other Instructor(s):

5. Semester(s) Offered: Summer Fall Spring Beginning in (academic year): 20 - 20

Note: Semesters and dates must align with college's academic calendar.

6. Credit(s): 7. Repeatable for credit? No Yes; Max. credits allowed toward degree requirement:

Credit and hours/week must align with college's credit hour policy

8. # of class hours per week: # of outside class hours per week:

9. Grading: Letter P/F H/P/F H/HP/P/F P/NP

Grade selection must be within approved College's grading policy

10. Course is offered to: First-year/Freshman Second-year/Sophomore Third-year/Junior Fourth-year/Senior PMPB

Level/Year is determined by college's credit level designations.

11. Instructor Approval Required? Yes No 11. Max # of Students: Min # of Students:

12a. Pre-requisites (Use subject area, course #, college level, minimum grade requirement, etc.):

12b. Co-requisites (use subject area & course #):

12c. Cross-listed Course ID:

13. Course Type Select ONE based on your College's options. Type refers to course credit hour policy.

- COP / MPS: Team-Based Learning (TBL) Laboratory (LAB) Experiential Learning (EL) Active Learning (AL)
COM /CDM: Lecture & Active Learning (LAL) Active Learning (AL) Experiential Learning (EL)
CHS: Lecture (LEC) Seminar (SEM) Experiential Learning (EL) Laboratory (LAB)
CPsy: Lecture (LEC) Active Learning (AL) Experiential Learning (EL) Laboratory (LAB)
MHA: Lecture (LEC) Active Learning (AL) Experiential Learning (EL) Laboratory (LAB)

14. Please attach the following REQUIRED documents:

Attached: Course Description (for use in University Catalog) Syllabus Meeting Days/Times & Start/End Dates

APPROVAL; Forward completed form to Office of the Registrar

Print Name & Sign, Course Developer Date

Print Name & Sign, Department Chair Date

Print Name & Sign, Chair of Curriculum Committee Date

Print Name & Sign, Office of Academic Affairs Date

Print Name & Sign, Office of the Dean Date